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DEC 14 1954

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Transfer of Field Coordination Staff from Office of Current Intelligence to the Office of the Deputy Director (Intelligence)

1. The attached memorandum (Tab A) has the concurrence of the Assistant Director for Personnel (Tab B) and of the Chief, Budget Division (Tab C).

2. Tab A requests approval to transfer from the Office of Current Intelligence to the Office of the Deputy Director (Intelligence) three personnel ceiling slots for the purpose of establishing a Field Coordination Staff. Three OGI table of organization slots are to be cancelled in order to permit the transfer; N-392 (Intelligence Officer, GS-15); N-407 (Military Intelligence Officer, GS-13); and N-67 (Clerk, GS-5). Tab A requests approval to create three new positions under the Field Coordination Staff at grades 15, 14 and 7. The Assistant Director for Personnel, in Tab B, recommends the following titles and grades for the new positions: Intelligence Officer (General), GS-15; Intelligence Officer (General), GS-14 and Administrative Assistant, GS-7. Budget Division indicates funds are available to permit the creation of the new staff.

3. The Field Coordination Staff does not now exist as a separate OGI component; rather, its functions (see attachment to Tab A) are being performed by three positions in various components of OGI. Tab A proposes to establish a separate component in the Office of the D/I.

b. The Management Staff has reviewed the position descriptions of the three Special Assistants to the D/I in relation to the new position of Chief, Field Coordination Staff, and there are no illogical overlaps or duplications. Each of the Special Assistants, as well as the Chief of the new staff, will have a distinct area of responsibility. The Special Assistant - Administration handles personnel, budget, training and similar administrative matters. The Special Assistant - NSC-MI assists the D/I in planning and providing CIA support for the National Security Council. The Special Assistant - Intelligence serves as intelligence advisor to the D/I and assists in planning and reviewing intelligence production, particularly current intelligence. The Chief, Field

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Coordination Staff will provide a headquarters focal point for substantive and operational support of overseas D/D/I elements.

5. It is recommended that the request to delete three CCI T/P slots (see paragraph 2), to transfer three ceiling slots from CCI to the Office of the D/D/I, and to create a Field Coordination Staff in the Office of the D/D/I be approved, in accordance with the position title and grade recommendations of the Assistant Director for Personnel.

[redacted]
Chief, Management Staff

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ATTACHMENTS:

- Tab A - Proposal
- Tab B - Concurrence of AD/
- Tab C - Concurrence of Budget Div.

APPROVED:

Date: DEC 23 1954

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L. A. White
Deputy Director
(Administration)

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